

**BY ORDER OF THE COMMANDER
KIRTLAND AIR FORCE BASE**

**KIRTLAND AIR FORCE BASE
INSTRUCTION 31-102**



3 OCTOBER 2012

Security

RIDE-ALONG PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Major Joseph A. Quinn)

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This instruction implements AF Policy Directive 31-1, *Integrated Defense* and sets procedures for the operation of the Ride-Along Program on Kirtland Air Force Base (KAFB). This instruction applies to all persons requesting to participate in the Ride-Along Program. The Ride-Along Program is primarily intended for juvenile family members, active duty, reserve component, retired members, and AF civilian employees assigned to KAFB. US Air Force Cadets may also participate in this program. This instruction does apply to Air Force Reserve Command (AFRC) or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with the Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a Glossary of References and Supporting Information. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force and DoD 5200.2-R, DoD Personnel Security Program. The applicable Privacy Act SORN(s) F031 AFMC B, Air Force Information System Records is available at <http://privacy.defense.gov/notices/usaf/>.

SUMMARY OF CHANGES

Corrected spelling, grammar, and format errors. Updated OPR/Certifier information. Changed Law Enforcement Desk (LED) to Base Defense Operations Center (BDOC). Updated KAFB Form 336, Ride-Along Program General Release and Hold Harmless Agreement.

1. General Information. This program is managed and monitored by the 377th Security Forces Squadron Law Enforcement Operations Section, who is responsible for the proper coordination between agencies using the program. Ideally, this program will establish a better understanding of Security Forces operations while enhancing the rapport between the Security Forces personnel and the base populace of KAFB. The Ride-Along program will not be utilized during Force Protection Condition BRAVO or higher.

1.1. The Ride-Along Program is primarily intended for juvenile family members, active duty, reserve component, retired members, and AF civilian employees assigned to KAFB area who are interested in a career in Law Enforcement.

1.2. Sponsors of the interested party should contact the Police Services office (DSN: 246-0309 or Comm: 846-0309) for guidance on completing the KAFB Form 336 and scheduling an appropriate time for participation. A National Crime Information Center (NCIC) check will be run on all participants over the age of 17 before they are allowed to participate in the program.

2. Procedures For Participants. Riders must be at least 16-years-old. Participants under the age of 18 will have the KAFB Form 336 signed by their guardian prior to their arrival at the BDOC.

2.1. The BDOC Controller will hand carry all completed KAFB Form 336s to the Police Services Office or route it with their daily paperwork.

2.2. Police Services will serve as the liaison between the participant(s) and the on-duty element leader, flight chief, or higher authority for times when a person is able to ride-along.

2.3. The on-duty flight chief will personally select a Security Forces patrolman as the representative for the guest to accompany.

2.4. The guest will be briefed on the following program requirements:

2.4.1. The guest is not allowed to respond with the patrol to incidents involving the possibility of weapons or situations determined by the patrol as dangerous. If the patrol has to respond to a potentially dangerous situation, the guest will be dropped off at the safest location possible and picked up by another patrol.

2.4.2. The guest will follow the directions of patrol personnel at all times.

2.4.3. The patrol will brief the guest on general Security Forces duties and mission.

2.4.4. The BDOC Controller will be briefed on the exact location of the guest.

2.4.5. After the guest has been briefed on the proper radio procedures, they may be allowed, at the discretion and supervision of the patrol and the element leader, to use the Security Forces radio for short routine transmissions.

2.4.6. The guest can participate in the following (this is not an all inclusive list): routine traffic stops, Light Detection And Ranging (LIDAR) operations, random vehicle searches, flight level exercises, etc. They may also view K9 demonstrations and tour the SFS Armory (if authorized by on duty armorer).

3. Procedures For Security Forces Members (Not Assigned To 377 SFS). Security Forces members not assigned to the 377 SFS require the following, prior to being allowed to participate in the Ride Along program:

- 3.1. Verbal/Written permission from their Flight Chief/Flight Commander
- 3.2. Approval from Non-Commissioned Officer in Charge (NCOIC) Police Services, NCIOC LE Operations, S3O or higher authority.
- 3.3. The member will be allowed to participate in Law Enforcement functions but will not act as a primary patrolman.
- 3.4. The member will adhere to all directions given by any/all 377 SFS members, regardless of rank.

JOHN C. KUBINEC, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 31-1, *Integrated Defense*, 28 October 2011

AFMAN 33-363, *Management of Records*, 01 March 2008

AFI 33-332, *Air Force Privacy Act Program*, 16 May 2011

Prescribed Forms

KAFB Form 336, *Ride-Along Program General Release and Hold Harmless Agreement*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

BDOC—Base Defense Operations Center

KAFB—Kirtland Air Force Base

LE—Law Enforcement

LED—Law Enforcement Desk

NCIC—National Crime Information Center

NCOIC—Non-Commissioned Officer in Charge

OPR—Office of Primary Responsibility

LIDAR—Light Detection and Ranging

RDS—Records Disposition Schedule

SFS—Security Forces Squadron